



MAIDSTONE
GRAMMAR SCHOOL

FOUNDED 1549

Appointment of Finance Assistant



Letter from the Head

Dear Candidate,

Thank you for your interest in Maidstone Grammar School. I am delighted that you are considering applying for a position in our school and hope that this information booklet will provide you with the information you require.

Maidstone Grammar School has a long and proud history, with roots that can be traced back to the 14th century. While much has changed since our founding in 1549, we continue to strive to provide our students with the best in modern education.

With a long-standing reputation for academic success and outstanding results at GCSE and A Level, we have a consistent record of providing our students with the qualifications and skills required to go on to destinations that meet their interests. Our broad and varied co-curricular and personal development programme, combined with our ethos, values, and commitment to academic rigor, produces well-rounded students.

We are looking to appoint a Finance Assistant to join our highly regarded Finance Team within the Bursary to support in dealing with all aspects of finance and administration including ordering, invoices, lettings and school trips.

Maidstone Grammar School is a wonderful place to live and work. In staff surveys, at least 95% of our staff express that they enjoy working here. We are committed to developing our staff and invest heavily in providing access to appropriate and bespoke professional development opportunities and accreditations. We take pride in our low staff turnover rate and are honoured that many of our staff have dedicated numerous years of service to the school.

If this role sounds like a challenge and opportunity which excites you, and you believe that you have the necessary skills and experience, then we would be pleased to receive your application.

I hope to meet you in due course.

Your sincerely,

Mark Tomkins
Headteacher





An Introduction to Maidstone Grammar School

Maidstone Grammar School has a long and proud history. Since our founding in 1549, much has changed, but we remain grounded in the values enshrined in our original Charter as we strive to provide our students with the best of modern education.

The school has a long-standing reputation for academic success, consistently achieving outstanding results at GCSE and A Level year after year. In Summer 2024, 45% of all subject grades were graded 7-9, with 24% graded 8-9. Additionally, 95% of students achieved five grades between 9 and 4, including English and Mathematics. At A Level, 60% of all grades were A*-B, with 21% at A*-A. Notably, eleven students achieved at least three A grades or better. Moreover, 55% of students gained places at the UK's Top 30 universities, including 42% at Russell Group institutions, while four students secured Oxbridge and medicine places.

However, MGS is more than just exam results. We offer a broad co-curricular and personal development programme. The school takes pride in its Combined Cadet Force (CCF), one of the oldest in the country, founded in 1906, with Army, Navy, and RAF sections. The school also has a national and local reputation of excellence in Sport and the school caters for the performance athlete and the enthusiastic participant.

The performing and visual arts also have a high profile at MGS. Music is integral to school life, encouraging all students, whether experienced performers or complete novices, to explore their musical talents. Drama encourages students to see themselves as budding actors and performers, with opportunities to audition for productions, participate in clubs, or showcase their talents. Art at the school emphasises diversity, focusing on individual student interests and abilities without adhering to a single house style.

Together, these elements, combined with our ethos, values, and belief in academic rigor, develop well-rounded students and uphold the school's legacy over 475 years.

To find out more about Maidstone Grammar School, please visit our website: www.mgs.kent.sch.uk

Or, find us on social media:

Linkedin: [maidstone-grammar-school](https://www.linkedin.com/company/maidstone-grammar-school)

X: [@MGS1549](https://twitter.com/MGS1549)

Facebook: [MGS1549](https://www.facebook.com/MGS1549)

Instagram: [MGS_1549](https://www.instagram.com/MGS_1549)

Job Description

Job Title: Finance Assistant
Kent Scheme Grade C - £25,252 - £26,262
(pro rata salary £15,565 - £16,187)
25 hours a week/41 weeks per year

Reporting to: The Finance Manager

Core purpose of the Job:

To provide an efficient, effective and accurate administrative and financial support service within the School Bursary Team, with specific focus on school trips and lettings. The successful candidate will need to be able to work under pressure to meet deadlines as this role is crucial in ensuring timely and accurate processing of data, payment and information. This post has no particular budget responsibilities.

Specific Responsibilities:

- Adherence and compliance to School and Local Authority financial regulations and the School Finance Policy at all times.
- Maintain confidentiality of all information including financial information.
- Undertake the processing of orders, invoices, credit notes and BACS payments as necessary, maintain up to date records and ensure that information is accurate and easily accessible, ensuring timely payment of suppliers in accordance with school policy.
- Undertake the banking, administration and recording of the school trips, visits, lettings, charities, Amenities and other income.
- Provide financial information as required to respond to clients' (suppliers, parents, Local Authority) queries and maintain a quality service and customer satisfaction.
- Respond to queries from teachers and students in a professional and timely manner.
- Reconcile bank statements and the control, purchasing and recording of foreign currency.
- Maintain accurate and up-to-date financial and administrative records and filing systems as required.
- Assist with any other events, tasks or duties within the school as directed or as deemed necessary by the Line Manager or Senior Leadership Team.
- Provide support with all day-to-day activities as required to ensure the smooth running of the Bursary in the event of other staff absence.
- Take a lead in the administration of the school trips and visits (including the school's Extended Learning Week) in conjunction with the Education Visits Coordinator and Trip leaders including: setting up payments on the school's online payments system, sending letters and notifications to parents, recording payments and permission slips received, chasing outstanding payments and paperwork, administering the Outdoor Education Evolve programme, updating the Trips Overview spreadsheet and working in conjunction with the Business & Finance Manager and Finance Officer to ensure that trips / visits are financially viable.
- Produce all necessary financial and administrative reports and information as required by trip leaders and maintain a database of risk assessments to assist Trip Leaders.



- Assist with year end and any compliance audits or independent reviews as required.

Scope for Impact: As part of the Bursary Finance Team, the Finance Assistant will have responsibility for assisting with the monitoring of the school budgets by providing good, accurate and timely information to the Finance Manager and budget holders to ensure that the school is managed effectively.

Provision of accurate and up to date records for trips and visits will ensure trips are financially viable and assist trip leaders in the smooth running of the trips.

Job Context: The Finance Assistant is a member of the school's Bursary Team and would be expected to use their knowledge to resolve basic problems. There is regular support and supervision available but the Finance Assistant will need to apply their knowledge, experience and training to develop and improve the financial support services to the school.



Application Process

Apply via our online application form: <https://forms.office.com/e/LhXSJzXmVM>

The closing date for applications is **Midday Monday 23 June 2025** interviews will be held w/c 30 June 2025.

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

It is the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and so to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headteacher.

The selection process will typically involve:

- A tour of the School.
- An interview with the Line Manager.
- An activity appropriate to the role.

If circumstances dictate, interviews may be conducted virtually.

If you require any reasonable adjustments to assist you in the selection process, please advise us of these so that we can make appropriate arrangements.

Please contact the Headteacher's PA, Mrs L Mantle by e-mail lmantle@mgs.kent.sch.uk if you require further support.

Maidstone Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service. Maidstone Grammar School is an Equal Opportunities Employer.



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Founded in 1549 | Headteacher Mr M Tomkins BSc NPQH

